APPENDIX IV
CIRCULAR LETTER OF BANK INDONESIA
NUMBER 17/31/DPSP DATED 13 NOVEMBER 2015
CONCERNING
OPERATION OF SECURITIES ADMINISTRATION THROUGH
BANK INDONESIA-SCRIPLESS SECURITIES SETTLEMENT
SYSTEM

GUIDELINES FOR SUBMITTING

REPORTS OF SUB-REGISTRIES

PAYMENT SYSTEM MANAGEMENT DEPARTMENT

BANK INDONESIA

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CHAPTER I
INTRODUCTION

A. Background

Bank Indonesia constitutes the administrator of Securities comprising of Securities issued by Bank Indonesia and the Government of The Republic of Indonesia. In implementing the Administration of Securities, Bank Indonesia as the Central Registry uses BI-SSSS to administer Securities on behalf of the Participants of BI-SSSS, including Sub-Registries performing the function of Administration for the interests of customer. The Administration of Securities for Sub-Registries in BI-SSSS shall be globally (omnibus account) and individual details of Securities of customers are administered in the internal system of each Sub-Registry.

In relation to the function of Bank Indonesia as the Central Registry and Operator of BI-SSSS, as well as the needs of Bank Indonesia for financial market data and the needs of the Government for relevant Securities holdings data, it requires the supports of Sub-Registries to report data of customers' Securities Administration that covers the customer data of Securities investors, mutation and position of Securities ownership individually.

In order to support the implementation of the obligation in reporting Securities Administration by Sub-Registries, Operator needs to provide technical guidelines that can be used as references for the Sub-Registries so there is a standardization of reporting.

B. Purpose of Guidelines

The purpose of developing guidelines is as follows:

1. Provide clear guidelines to Sub-Registries in classifying customers administered by the Sub-Registries so as to be expected to create accurate and reliable data of Securities holdings.

2. Provide adequate operational guidelines to Sub-Registries in the procedures of report submission, report correction, and customer data maintenance so as to be conducted correctly.

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CHAPTER II
CUSTOMER CLASSIFICATION

Classification of customers in the administration of Securities by Sub-Registries is as follows:

A. Customer Status (Custody Code)

1. Client Resident (CR)

Client Resident (CR) or customer resident is a person, legal entity, or other entities domiciled or plans to be domiciled in Indonesia at least 1 (one) year, including the representative and diplomatic staff of The Republic of Indonesia in foreign countries.

2. Client Non Resident (CN)

Client Non Resident (CN) or customer non-resident is a person, legal entity, or other entities not domiciled or does not plan to be domiciled in Indonesia.

B. Investor Type

1. Insurance (IS)

Insurance (IS) is an insurance company, sharia insurance company, reinsurance company, sharia reinsurance company, insurance broker, reinsurance broker, and insurance loss assessor company, as referred to in Law Number 40 Year 2014 concerning Insurances.

2. Mutual Fund (MF)

Mutual Fund (MF) is a vehicle for collecting funds from public investors to be invested further in a securities portfolio by Investment Manager, as referred to in Law Number 8 Year 1995 concerning Capital Market.

3. Pension Fund (PF)

Pension Fund (PF) or retirement fund is a legal entity that manages and run a program promising retirement benefits, as referred to in Law Number 11 Year 1992 concerning Pension Fund.

4. Securities Companies (SC)

    Securities Companies (SC) are the parties running business activities as Underwriters, Brokerages and/or Investment Managers, as referred to in Law Number 8 Year 1995 concerning Capital Market.

5. Financial Institutions (FI)

    Financial Institutions (FI) are Banka and business entities engaging in the financial sector which are not categorized as Insurances, Mutual Funds, Pension Funds, and Securities Companies as referred to in number 1 to number 4.

6. Corporates (CP)

    Corporates (CP) or companies are business entities in the form of Firms (Fa-*Firma*) or limited partner companies (CV-*Commanditaire Vennotscaap*) or Limited Liability Companies (PT-*Perseroan Terbatas*) which types of their business are outside the financial sector.

7. Foundations (FD)

    Foundations (FD) are legal entities comprising of separated assets and allotted to achieve certain goals in social, religious, and humanity fields, which do not have members, as referred to in Law Number 16 Year 2001 concerning Foundations.

8. Individuals (ID)

    Individuals (ID) or persons are individual persons.

9. Others (OT)

    Others (OT) are investors not categorized as Insurances, Multi Funds, Pension Funds, Securities Companies, Financial Agencies, Foundations, and Individuals as referred to in number 1 up to number 8.

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CHAPTER III
CUSTOMER DATA MAINTENANCE

A. Maintenance of customer data by Sub-Registries

In conducting administration of Securities, Sub-Registries must have complete information on customer data that at least includes Account Identifier (AID), name, birthdate or date of establishment, country of origin, residential, investor type, address, KTP (Citizen ID) or Passport, and NPWP (Taxpayer Identification Number).

AID is a unique identity for each customer provided by each Sub-Registry at the time of registration. AID information shall be input on "Investor ID" field. Other than AID, the concerned Sub-Registry must also complete their customer data with a Single Investor Identity (SID) used in capital market. Operator shall determine the time limit for the Sub-Registry to complete customer data by SID through a letter.

Maintenance of customer data by the Sub-Registry must be performed in the internal system of the Sub-Registry and SI BI-SSSS. Customer data maintenance in SI BI-SSSS shall be conducted in accordance with the available fields.

B. Procedure of Customer Data Maintenance

The activities of customer data maintenance by Sub-Registries through SI BI-SSSS shall be conducted with the following procedure:

1. Registration and Information Completeness of New Customer Data

    a. Sub-Registries must carried out registration of new customers in SI BI-SSSS.

    b. In the event Sub-Registries submit daily reports and find that there are new customers that have not been registered in SI BI-SSSS, then SI BI-SSSS automatically will register the new customers referred to.

    c. Sub-Registries must complete the new customer data as referred to in letter b through SI BI-SSSS with information including Account Identifier (AID), name, birthdate or date of establishment, country of origin, residential, investor type, address, KTP (Citizen ID) or Passport, and NPWP (Taxpayer

Identification Number) no later than 1 (one) working day after the reporting.

2. Changing/correcting customer data

   a. In the event there are changes in customer data or inconsistencies in customer data between SI BI-SSSS and the internal system of Sub-Registries, the Sub-Registries must make changes/correction in SI BI-SSSS and/or the internal system of Sub-Registries.

   b. Sub-Registries can find inconsistency in customer data information as referred to in letter a through SI BI-SSSS

   c. Changing/correcting customer data in SI BI-SSSS requires approval from the Supervisor.

   d. Changing/correcting customer data through SI BI-SSSS shall be effective on the same date as the data changing date.

3. Sub-Registries cannot perform deletion of customer data in SI BI-SSSS. Therefore, Sub-Registries cannot use the AID that have already been used for the AID of the new customer.

CHAPTER IV
PROCEDURE FOR INFORMATION AND REPORT SUBMISSION

A.   Types of Information and Report

Sub-Registries are obliged to submit information and reports to Bank Indonesia - Central Registry, as follows:

1.   Daily Report;

2.   Monthly Report;

3.   Reports of Securities Issuance Transaction Settlements; and

4.   Reports of Buyback/Debt Switching Transaction Settlements

B.   Procedure of Information and Report Submission

1.   Daily Reports

a.   Daily Reports consist of:

1)   Reports of transaction Settlements between customers in the same Sub-Registry (inhouse transfer); and

2)   Reports of customer data information upon Securities transaction Settlements conducted through BI-SSSS, among others Securities issuance Settlements which transactions conducted through BI-ETP system and/or secondary market Settlements between participants.

b.   Submission of daily reports as referred to in item a.1) shall be conducted through SI BI-SSSS by uploading data in accordance with the format as referred to in item V.B.

c.   Submission of daily reports as referred to in item a.2) shall be conducted through SI BI-SSSS by uploading data in accordance with the format as referred to in item V.A.

d.   Submission of daily reports shall be conducted on the same date as the date of Settlements implementation according to the submission time of information and reports as referred to in item C.1.

2.   Monthly Reports

a.   Monthly Reports are reports that contain information of Securities holdings position on behalf of the Sub-Registry customers at the end of the month.

b.   Submission of monthly reports as referred to in letter a shall be conducted through SI BI-SSSS by uploading data in

accordance with the format as referred to in item V.E.

    c.   Submission of monthly reports shall be conducted at a maximum of 3 (three) working days the beginning of the next month according the submission time of information and reports as referred to in item C.1.

3.   Reports of Securities Issuance Transaction Settlements

    a.   Reports of Securities Issuance Transaction Settlements shall contain information on the Settlement results of Securities issuance transaction upon customers listed in the concerned Sub-Registry.

    b.   Submission of Settlements reports as referred to in letter a shall be conducted through SI BI-SSSS by uploading data in accordance with the format as referred to in item V.C.

    c.   Submission of reports shall be done through SI BI-SSSS on the day of settlements executions according to the time of submission as referred to in item C.1.

4.   Reports of Buyback/Debt Switching Transaction Settlements

    a.   Reports of buyback/debt switching transaction Settlements shall contain information on the results of buyback/debt switching transaction Settlements upon customers listed in the Sub-Registry in question.

    b.   Submission of Settlements reports as referred to in letter a shall be conducted through SI BI-SSSS by uploading data according to the format as referred to in item V.D.

    c.   Submission of reports shall be done through SI BI-SSSS on the day of settlements execution according to the submission time as referred to in item C.1.

5.   Sub-Registries that have not met the reporting obligation as referred to in number 1 up to number 4, are still obliged to submit the reports no later than 2 (two) working days since the date of receipt of the notification letter from Operator.

C.   Reporting Time in SI BI-SSSS

1. Time of submitting reports through SI BI-SSSS is set as follows:

No	WINDOW TIME SUB-REGISTRY REPORTING		
	TYPES OF REPORT	FROM	TO
1.	Daily Reports		
	a. Reports of transaction Settlements between customers in the same Sub-Registry (inhouse transfer)	07:00 am	08:00 pm
	b. Reports of Customer Data Information	07:00 am	08:00 pm
2.	Monthly Reports	07:00 am	08:00 pm
3.	Correction Transactions	07:00 am	12:00 am
4.	Reports of Securities Issuance Transaction Settlements	07:00 am	05:00 pm
5.	Reports of buyback/debt switching transaction Settlements	07:00 am	05:00 pm

2. In the event Sub-Registries are not able to submit the Daily Reports, Monthly Reports, Reports of Securities Issuance Transaction Settlements, and Reports of buyback/debt switching Transaction Settlements at the set window time in number 1, the Sub-Registries can request for time extension through a letter to Central Registry no later than 30 (thirty) minutes before the window time of the requested reporting expires and clarify the reason why the reports cannot be submitted at the set time. The submission of the referred letter can be preceded by submitting it through other means such as facsimile to:

BANK INDONESIA
Department of Payment System Management
c.q. Division of Securities and Fund Settlements Management
Building D, 3rd Floor
Jl. M.H. Thamrin No. 2, Jakarta 10350

D. Daily Reconciliation

1. Sub-Registries must carry out reconciliations between Settlements data in SI BI-SSSS and transaction settlement data occurring in Sub-Registries through BI-SSSS.

2. Implementation of reconciliations as referred to in number 1

shall …

shall be conducted daily against the data submitted by Sub-Registries through SI BI-SSSS 1 (one) working day previously.

E. Submission Time and Procedures of Report Correction

1. Submission Time for Daily Report Corrections

a. In case there are errors in the daily report data submitted through SI BI-SSSS, the concerned Sub-Registry performs corrections over the data through SI BI-SSSS on the next working day (T+1) according to the time submission of reports set by Bank Indonesia and directly updates the ownership position of the customers' Securities submitted.

b. Sub-Registries must make corrections of error of the daily reports with the correct data no longer than 2 (two) working days since the date of notification of the findings by Bank Indonesia;

2. Submission Time for Monthly Report Corrections through SI BI-SSSS

a. Status of monthly reports in SI BI-SSSS Application

In the submission of monthly reports through SI BI-SSSS, Sub-Registries needs to pay attention to the status of the monthly report upload results in SI BI-SSSS application, and conduct the required follow-up according to the set time. The status of the monthly report upload results in SI BI-SSSS application shall be as follows:

1) Status of "Received" namely the delivery of the reports is within the set time limit and the correctness of the report content is received correctly.

2) Status "Correction" namely the delivery of the reports is within the set time limit and the correctness of the report content is not correct.

3) Status "Received Late" namely the delivery of the reports exceeds the set time limit and the correctness of the report content is received correctly.

4) Status "Overdue Correction" namely the delivery of the reports exceeds the set time limit and the correctness of the report content is not correct.

b. In the ...

b. In the event the delivery of the monthly reports on the ownership position through SI BI-SSSS has a status of "Received" or "Received Late", although there are data errors in the monthly report submitted through SI BI-SSSS, then the Sub-Registry in question shall make corrections of the report by re-upload the reporting data with the correct data through SI BI-SSSS no longer than 1 (one) working day since the delivery date of reports.

c. In the event the delivery of the monthly reports on the ownership position through SI BI-SSSS has a status of "correction" or "overdue correction", the concerned Sub-Registry must re-upload the reporting data with the correct data until the status becomes "Received" or Received Late" no longer than 5 (five) working days since the notification date of findings by Bank Indonesia.

3. Procedure of Report Correction through SI BI-SSSS

a. Correction of transaction data information reports
    Procedure of daily report correction transactions can only be done upon transaction errors between customers of the Sub-Registry in question, particularly in the data of nominal transactions and information in the AID data of sellers and AID data of buyers as follows:

    1) Showing data of transaction settlements in the menu of transaction enquires.

    2) Selecting transactions which will be corrected and then to conduct the corrections on the referred data.

    3) Giving approval toward the data correction by the Supervisor.

b. Corrections of Securities Input Error Reports
    Procedure of Dummy Transactions to Revise Securities Input Errors
    In the event securities input errors occur, correction can be made by creating a dummy transaction with procedure as follows.

Example of a transaction that should have occurred:

SELLER	BUYER	SECURITIES	NOMINAL
001 : RD Putra	002 : PT Emas Jaya	FR0046	Rp100 Billion
SB sold FR0047			

Impact: customers with AID 001 will be reduced by Rp100 billion from the sale of FR0047 and customer 002 will be added by Rp100 billion for the purchase of FR0047.

Correction measures:

1) Perform a dummy transaction with IT transaction type - Inhouse Transfer, with seller: 002 and buyer: 001, SB FR0047, at Rp100 billion.

2) Perform a dummy transaction with IT transaction type - Inhouse Transfer, with seller: 001 and buyer: 002, SB FR0046, at Rp100 billion.

c. In the event Sub-Registries are not able to submit Reports through SI BI-SSSS as referred to in letter a, Sub-Registries must submit the referred Reports through a flash disc to Bank Indonesia – Central Registry with a written notification to Bank Indonesia. The written notification is submitted beforehand through a facsimile and/or other means by explaining the reason why the reports could not be submitted through SI BI-SSSS.

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CHAPTER V
FORMAT OF REPORTS THROUGH SI BI-SSSS

A. Format of Investor Data Report in Primary Market and Secondary Market

No	Parameter	Maximum character/digit	Format	Option	Description	Example
1	Settlement Date	Character (10) (according to format)	yyyy-MM-dd		Mandatory	20/01/2015
2	Unique Number (COMM)	Character (20)	XXXXXXXX...		Mandatory	AB-CD\1234
3*	Flag of Seller/Buyer	Character (1)	X	S : Seller	Mandatory	S
				B : Buyer		B
4	Participant Code	Character (16)	SRXXXXXX...		Mandatory	SRXXXXIDJA
5	AID Number	Character (20)	XXXXXXXX...		Mandatory	BMRI-1234
6	Investor Name	Character (60)	XXXXXXXX...		Mandatory	Mandiri 1234
7	Custody Code	Character (2)	XX	CN : Custody Non Resident	Mandatory	CN
				CR : Custody Resident		CR
8	Investor Type	Character (2)	XX	CP : CORPORATE	Mandatory	CP
				FD : FOUNDATION		FD
				IB : FINANCIAL INSTITUTION		IB
				ID : INDIVIDUAL		ID
				IS : INSURANCE		IS
				MF : MUTUAL FUND		MF
				OT : OTHERS		OT
				PF : PENSION FUND		PF
				SC : SECURITIES COMPANY		SC

B. Format of In-house Transfer Settlement Reports

No	Parameter	Maximum Character/Digit	Format	Option	Description	Example
1	Transaction Date	Character (10) (according to format)	YYYY-MM-DD		Mandatory	20/01/2015
2	Settlement Date	Character (10) (according to format)	YYYY-MM-DD		Mandatory	20/01/2015
3	Unique No. (Agreement Code)	Character (20)	XXXXXXXX...		Mandatory	AB-CD\1234
4	Seller Participant Code	Character (16)	SRXXXXXX...		Mandatory	SRBMRIIDJA
5	Buyer Participant Code	Character (16)	SRXXXXXX...		Mandatory	SRBMRIIDJA
6*	Seller AID No.	Character (20)	XXXXXXXX...		Mandatory	BMRI-1234
7*	Buyer AID No.	Character (20)	XXXXXXXX...		Mandatory	BMRI-5678
8	Transaction Type	Character (2)	IX	IL (InhouseSale)	Mandatory	IL
				IT (InhouseTransfer)		IT
				IR (InhouseRepo)		IR
				IP (InhousePledge)		IP
9	Securities Series	Character (16)	XXXXXXXX...		Mandatory	FR0001
10	Nominal	Numeric (15,2)	00000000000000,00		Mandatory	1500000000,00
11	Proceed	Numeric (15,2)	00000000000000,00		Mandatory for In-house sale transaction and In-house Repo. Otherwise	400000,00

					no need to input data	
12	Price	Numeric (3,5)	0000000000000 00,00		Mandatory	92,005
13	Yield	Numeric (3,5)	0000000000000 00,00		Mandatory	100,00004
14	Proceed of 2nd Leg	Numeric (15,2)	0000000000000 00,00		Mandatory for In-house Repo transaction. Otherwise no need to input data.	300000000,00
15	Date of 2nd Leg	Character (10) (according to format)	YYYY-MM-DD		Mandatory for In-house Repo and In-house Pledge transactions Otherwise no need to input data.	20/01/2015
16	Repo Type	Character (2)	XX	CB : Colateral Buyback	Mandatory for In-house Repo and In-house Pledge transactions Otherwise no need to input data.	CB
				SB : Sell Buyback		SB
17*	Seller Investor Name	Character (60)	XXXXXXXX...		Mandatory	Customer 1
18*	Seller Custody Code	Character (2)	XX	CN : Custody Non Resident	Mandatory	CN
				CR : Custody Resident		CR
19*	Seller Investor Type	Character (2)	XX	CP : CORPORATE	Mandatory	CP
				FD : FOUNDATION		FD
				IB : FINANCIAL INSTITUTION		IB
				ID : INDIVIDUAL		ID
				IS : INSURANCE		IS
				MF : MUTUAL FUND		MF
				OT : OTHERS		OT
				PF : PENSION FUND		PF
				SC : SECURITIES COMPANY		SC
20*	Buyer Investor Name	Character (60)	XXXXXXXX...		Mandatory	Customer 2
21*	Buyer Custody Code	Character (2)	XX	CN : Custody non Resident	Mandatory	CN
				CR : Custody Resident		CR
22*	Buyer Investor Type	Character (2)	XX	CP : CORPORATE	Mandatory	CP
				FD : FOUNDATION		FD
				IB : FINANCIAL INSTITUTION		IB
				ID : INDIVIDUAL		ID
				IS : INSURANCE		IS
				MF : MUTUAL FUND		MF
				OT : OTHERS		OT
				PF : PENSION FUND		PF
				SC : SECURITIES COMPANY		SC
23	Repo Rate	Numeric (3,5)	000,000		Mandatory for In-house Repo transaction.	99.09991

					Otherwise no need to input data.	

* Related to transactions of In-house Repo and In-house Pledge of seller/buyer flags shall be determined by referring to Securities (collateral) according to Generation 1
   S = Seller of Securities   B = Buyer of Securities

C.   Format of Securities Issuance Settlement Reports

File Specification		
Format : TAB Delimited		
Field Name	**Format**	**Description**
Member Code	X(17)	Mandatory
AID Number	X(20)	Mandatory
Customer Name	X(60)	Mandatory
NPWP	X(24)	Optional
Securities Code	X(16)	Mandatory
Custody Code	X(2)	Mandatory **CR** – Client Resident **CN** – Client Non Resident
Investor Type	X(2)	Mandatory **IS** – Insurance **MF** – Mutual Fund **PF** – Pension Fund **IB** – Financial Institution **CP** – Corporate **SC** – Securities Company **FD** – Foundation **ID** – Individual **OT** – Others
Nominal	9(15)v99	Mandatory

D.   Format of buyback/debt switching transaction data Reports

File Specification		
Format : TAB Delimited		
Field Name	**Format**	**Description**
Record Type	X(1)	Mandatory **B** – Buyback **D** – Debt Switching
Member Code	X(17)	Mandatory
AID Number	X(20)	Mandatory
Customer Name	X(60)	Mandatory
Custody Code	X(2)	Mandatory **CR** – Client Resident **CN** – Client Non Resident
Investor Type	X(2)	Mandatory **IS** – Insurance **MF** – Mutual Fund **PF** – Pension Fund **IB** – Financial Institution **CP** – Corporate **SC** – Securities Company **FD** – Foundation **ID** – Individual **OT** – Others
Securities Code	X(16)	Mandatory
Nominal	9(15)	Mandatory

Securities Code2	X(16)	Mandatory for Record Type = D
Nominal2	9(15)v99	Mandatory for Record Type = D

E.   Format of Monthly Reports

File Specification		
File Name : [MEMBER CODE]		
Format : TAB Delimited		
Field Name	**Format**	**Description**
AID Number	X(20)	
Customer Name	X(60)	
Customer Status (Custody Code)	X(2)	**CR** – Client Resident **CN** – Client Non Resident
Investor Type	X(2)	**IS** – Insurance **MF** – Mutual Fund **PF** – Pension Fund **IB** – Financial Institution **CP** – Corporate **SC** – Securities Company **FD** – Foundation **ID** – Individual **OT** – Others
Securities Code	X(16)	
Nominal	9(15)	In Million

BANK INDONESIA,

BRAMUDIJA HADINOTO
HEAD OF PAYMENT SYSTEM MANAGEMENT
DEPARTMENT